

2-19

**VITAL MATERIAL SCHEDULE**  
 Additions to Those Previously Scheduled  
 Supply Division

Description of Material	To be Deposited by	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks
<del>ROS</del> Shipping Documentation Nomenclatures for TSS <i>Special Agent to satisfy the Regulations</i>	SD/ORB	Direct	As written or revised	Destroy when superseded	
Militer Package File <i>(Colors, Photos, Letters &amp; Cartridges)</i>	SD/ORB	Copies As written or microfilm	As written	Destroy only when instructed	
Weapons & Ammunition Test Results	SD/ORB	Direct	As written	Destroy only when instructed	
Carton Specifications	SD/ORB	Direct	As written	Destroy only when instructed	
Project File <i>History of various types of weapons &amp; equipment</i>	SD/ORB	Microfilm or copies where possible	As written	Destroy only when instructed	<i>Project serial files are ready</i>
Dept. Army Work Orders <i>(Collecting, maintenance, packaging &amp; accountability of weapons &amp; ammo.)</i>	SD/ORB	Microfilm or copies where possible <i>to state</i>	As written	Destroy only when instructed	
Travel Reports - or Extracts thereof	SD/ORB	Microfilm or copies where possible	As written	Destroy only when instructed	<i>eliminate</i>
Gross & Net Sq. Ft., by Location, of storage space in Storage installations Worldwide	SD/STB	Copies	As changes occur	Destroy upon receipt of new report	

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Description of Material	To be Deposited by	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks
Machine Tabulation of Property in Use in all Storage installations	Machine Records	IBM Tabulation	Annually	Automatic destruction upon receipt of new report	

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STATINTL

Description of Material	Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
██████ Stock Status Report	SD/SOB	Direct	Monthly, one month later	Destroy as new copies are received
Accountable Stations Quarterly Reports	SD/SOB	Direct	Quarterly	Upon receipt of new report
Stock status runs, by Family Groups	SD/SOB	Direct Machine Tabulation	Bi-Monthly	Destroy upon receipt of new report
Vehicle record cards	SD/SOB	Microfilm	Every six months	Destroy upon receipt of new microfilm records